



**DATE:** October 29, 2014  
**TO:** All Interested Applicants  
**FROM:** City of Anna, Texas  
**SUBJECT:** Notice of Job Opening

Applications are now being accepted for the position of **Accountant II.**

**Duties:** Under direct supervision of the Finance Director, performs professional accounting duties including maintenance and verification of the accuracy of the City's financial statements, general ledger reconciliation, bank reconciliation, financial reporting, maintains a variety of accounts and general ledgers for various programs within the city. This is accomplished by utilizing finance accounting software and other relevant documentation to record and report city revenue and expenses, audit preparation, monthly and quarterly financial reports; identify activity related to capital improvement project accounting, capital asset accounting, impact fee accounting, debt service management and balance sheet reconciliations. Other duties include preparing journal entries and reports, annual tax abatement compliance, grant tracking, and annual entry of budget to finance system.

**Education and Experience:**

1. Bachelor's degree from an accredited college or university with major course work in accounting, finance, or closely related field.
2. Minimum two years previous experience and/or training involving governmental accounting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

**Pay Rate:** \$22.91 DOQ. This is an FLSA non-exempt position.

**Hours:** 8:00 a.m. to 5:00 p.m. Monday through Friday

**To Apply:** Submit a resume and a City of Anna Application Form which may be picked up at 101 South Powell Parkway in Anna **or** downloaded from the Human Resources section of City's web site at [www.annatexas.gov](http://www.annatexas.gov). Deliver all the application materials in person to Stephanie Beitelshies at 101 South Powell Parkway in Anna **or** mail to: Human Resources, Attn. Stephanie Beitelshies, P.O. Box 776, Anna, Texas 75409-0776.

**Closing Date:** Open until filled. First applicant review will occur on November 14, 2014.

*The City of Anna is an Equal Opportunity Employer*